Board of Water Commissioners of the City of Saint Paul

October 14, 2008 Meeting

Agenda and Minutes

BOARD OF WATER COMMISSIONERS

October 14, 2008

Meeting Agenda

CONSENT AGENDA:

- 1. Approval of the Minutes of the regular meeting of September 2008.
- 2. Approval of the Financial Statements for the month of August 2008.
- 3. Resolution No. 7003 pertaining to a private water main agreement with Dearborn Meadow Homeowners Association to supply water to Dearborn Meadows East in the City of Maplewood.

ACTION ITEMS:

- 4. Resolution No. 7004 pertaining to reconfirmation of the Saint Paul Regional Water Services General Manager for an additional five-year term.
- 5. Resolution No. 7005 pertaining to authorization to pay costs incurred for providing food, beverages, and accommodations for the 2009 Annual Saint Paul Regional Water Services Conference.
- 6. Resolution No. 7006 pertaining to authorization to accept donations from unions, vendors, and individuals for the 2009 Annual Saint Paul Regional Water Services Employee Conference.

DISCUSSION ITEM:

6. 2009 Budget. (no attachment)

GENERAL MANAGER'S REPORT

BOARD OF WATER COMMISSIONERS

October 14, 2008

Meeting Minutes

President Harris called the meeting to order at 5 p.m. in the Committee Hearing Room 330, City Hall.

Role call.

Present: President Harris, Vice President Zanmiller, Secretary Gagnelius, Commissioners Kleindl and Rossbach.

Excused: Commissioner Bostrom.

Commissioners Anfang and Carter arrived during Item Number 3.

Peter Warner, Board Attorney; Scott Cordes, Office of Financial Services; John Blackstone, Ruth O'Brien, Dave Schuler, Bill Tschida; Saint Paul Regional Water Services.

Commissioner Rossbach requested that Item No. 3 be removed from the Consent Agenda for separate discussion.

CONSENT AGENDA:

Consent Agenda Item Nos. 1 and 2 were moved for approval by Commissioner Rossbach as follows:

- 1. Approval of the Minutes of the regular meeting of September 2008.
- 2. Approval of the Financial Statements for the month of August 2008.

Approved. Yeas - 5 Nays - 0

CONSENT AGENDA:

Resolution No. 7003 pertaining to a private water main agreement with Dearborn Meadow
Homeowners Association to supply water to Dearborn Meadows East in the City of Maplewood.
 Mr. Schneider asked Mr. Bill Tschida of the Engineering Division to explain the issue.

Mr. Tschida explained that it was recently discovered that due to an oversight by staff, the initial 2003 private water main agreement with Arenz Construction was never signed by Arenz, which has been unresponsive to recent requests to sign the agreement. The townhome association recently acquired the property and this agreement now before the Board is with the association.

Commissioner Rossbach asked what steps have been taken to ensure this oversight doesn't occur in the future.

Mr. Tschida replied that in addition to implementing better tracking mechanisms, the recently computerized plumbing permit process lists the signing of a private water main agreement as a deficiency to be corrected before a service connection from the private main is turned on.

Resolution No. 7003 was moved for approval by Vice President Zanmiller as follows:

WHEREAS, the Board of Water Commissioners adopted Resolution No. 4928 on November 18, 2003, which granted approval of a private water main agreement with Chris Arenz Construction for permission to install a private water main to serve Dearborn Meadows East, in the City of Maplewood (the "Initial Agreement"); and

WHEREAS, said private main was installed in accordance with Saint Paul Regional Water Services standards; and

WHEREAS, Chris Arenz Construction did not execute the Initial Agreement and staff did not discover this fact until it was approached by Dearborn Meadow Homeowners Association, the current owner of the property, seeking Board approval to assume the Initial Agreement from Chris Arenz Construction; and

WHEREAS, upon the advice of the assistant city attorney, staff has prepared a new private water main agreement with Dearborn Meadow Homeowners Association, which is identical to the Initial Agreement, except for the owner's name, and which is intended to replace the Initial Agreement; and

WHEREAS, the assistant city attorney has reviewed and approved said agreement as to form; now, therefore, be it

RESOLVED, that the Board of Water Commissioners hereby approves the Private Water Main Agreement with Dearborn Meadow Homeowners Association to provide domestic water service and fire protection to Dearborn Meadows East, in the City of Maplewood, and that the proper officers of the Board are hereby authorized and directed to execute said Private Water Main Agreement on behalf of the Board; and, be it

FURTHER RESOLVED, that the Board of Water Commissioners does hereby rescind its adoption of Resolution No. 4928, which approved a private water main agreement dated November 18, 2003 with Chris Arenz Construction for the construction of said domestic water service and fire protection to Dearborn Meadows East.

Adopted. Yeas - 6 Nays - 0

ACTION ITEMS:

Resolution No. 7004 pertaining to reconfirmation of the Saint Paul Regional Water Services
 General Manager for an additional five-year term.

Board members discussed the reconfirmation process established by Board Resolution No. 4909, adopted August 26, 2003.

Board members discussed making the Board's annual performance appraisal of the General Manager a more formalized process, which during a year of reconfirmation would be conducted prior to the reconfirmation action.

Resolution No. 7004 was moved for approval by Commissioner Carter as follows:

WHEREAS, Board of Water Commissioners Resolution No. 4909 established the process for appointment, reconfirmation and removal of the General Manager of Saint Paul Regional Water Services; and

WHEREAS, pursuant to said Resolution No. 4909, the Board adopted Resolution No. 4940, which appointed Mr. Stephen P. Schneider to the position of General Manager - Saint Paul Regional Water Services for a five-year term effective December 17, 2003; and

WHEREAS, Mr. Schneider has met the performance expectations of the Board and has furthered the mission of Saint Paul Regional Water Services, and the Board desires to reconfirm him to an additional term as General Manager-Saint Paul Regional Water Services; now, therefore, be it

RESOLVED, that in accordance with Board of Water Commissioners Resolution No. 4909, the Board does hereby reconfirm the appointment of Mr. Stephen P. Schneider to the position of General Manager - Saint Paul Regional Water Services for an additional five-year term beginning December 17, 2008.

Adopted. Yeas - 6 Nays - 0

 Resolution No. 7005 pertaining to authorization to pay costs incurred for providing food, beverages, and accommodations for the 2009 Annual Saint Paul Regional Water Services Conference.

Mr. Schneider explained that Resolutions 7005 and 7006 are linked; 7005 authorizes staff to pay conference expenses and 7006 authorizes staff to solicit donations for door prizes to be randomly distributed to employees at the conference.

Vice President Zanmiller asked if the donations must later be accepted by the Board.

Mr. Schneider replied that similar to last year, a resolution listing and accepting the donations will be submitted to the Board after the conference.

Resolution No. 7005 was moved for approval by Vice President Zanmiller as follows:

WHEREAS, the Board of Water Commissioners desires to provide an annual conference for the Saint Paul Regional Water Services employees in order to increase their effectiveness through improved training and communication; and

WHEREAS, the General Manager of the Saint Paul Regional Water Services has requested that he be authorized to procure food, beverages, and accommodations for the 2009 Annual Saint Paul Regional Water Services Conference tentatively scheduled for January 22, 2009 at Holiday Inn St. Paul-East for up to 200 attendees at a rate of \$45.00 per attendee; and

WHEREAS, the Board desires to grant such permission; now, therefore, be it

RESOLVED, that the Board of Water Commissioners does hereby authorize the General Manager of Saint Paul Regional Water Services, or his designee, to procure food, beverages, and accommodations for the 2009 Annual Saint Paul Regional Water Services Conference at a cost not to exceed \$9,000.00, with such funds to be paid from Activity Code 28960.

Adopted. Yeas - 5 Nays - 0

6. Resolution No. 7006 pertaining to authorization to accept donations from unions, vendors, and

individuals for the 2009 Annual Saint Paul Regional Water Services Employee Conference.

Resolution No. 7006 was moved for approval by Vice President Zanmiller as follows:

WHEREAS, a committee of Saint Paul Regional Water Services employees is preparing for the 2009 Saint Paul Regional Water Services Employee Conference tentatively scheduled for January 22, 2009, at Holiday Inn St. Paul-East; and

WHEREAS, a number of local businesses, unions, and individuals have expressed a willingness to contribute funds, goods or services to be awarded to employees who attend the annual conference and make their names available to be selected through a random drawing in order to promote employee relations, morale and encourage employees to attend the conference; and

WHEREAS, the assistant city attorney has reviewed Section 41.03 of the Administrative Code of the City of Saint Paul which governs donations, and finds that requesting and receiving gifts for such purposes is in compliance with said Section 41.03; now, therefore, be it

RESOLVED, that the Board of Water Commissioners hereby approves soliciting and receiving donations from local businesses, unions, and individuals to have available for random drawings at the Saint Paul Regional Water Services Annual Employee Conference to be held on January 22, 2009; and, be it

FURTHER RESOLVED, that such donations shall be deemed to be donations to the Board of Water Commissioners of the City of Saint Paul within the meaning of Section 41.03 of the Administrative Code and to be in compliance with all the requirements of Chapter 41 of the Administrative Code.

Adopted. Yeas - 5 Nays - 0

DISCUSSION ITEM:

7. 2009 Budget. (no attachment)

Board members discussed the role of public input in the budget process. Part of that discussion centered on whether the Board should conduct its own public hearing prior to recommending a budget to the City of Saint Paul for public hearing and adoption.

Board members agreed that for the 2009 budget, the Board would follow the procedures and hearing requirements established in the Saint Paul Legislative Code, but that it would discuss alternate procedures prior to the 2010 budget process.

Mr. Schneider informed the Board that the City of Saint Paul's public hearing on 2009 water and sewer rates is scheduled for November 5, 2008.

Board members agreed that in the event there is public comment at the hearing, the Board would meet November 18, 2008 to discuss it. There would be no meeting if no public comment was received.

Vice President Zanmiller moved that the 2009 budget be recommended for approval and submitted to the City of Saint Paul for public hearing and adoption.

GENERAL MANAGER'S REPORT

1. Highland Tower Open House

Staff conducted a successful open house over the weekend of October 11 and 12. The event was attended by approximately 1,600 people.

2. Board meeting minutes

Beginning with the September meeting, the minutes now include the meeting agenda.

3. Upcoming Board meeting dates

No Board meeting is scheduled for November. The next regularly scheduled Board meeting is December 2, 2008, unless public comment is received at the November 5, 2008 public hearing on the proposed 2009 water rates. In that event, the Board would meet on November 18, 2008 to discuss the comments.

4. December Board meeting discussion items

- Customer Information System (CIS) project status
- Upcoming meter replacement program
- Performance measurements status
- Dave Schuler will be acting General Manager during Mr. Schneider's absence from October 20 through October 22, 2008.

The meeting was adjourned at 5:55 pm.	
Attest:	
Secretary	President